

# **WITHDRAWAL AND REFUND POLICY**

## **A. STUDENT WITHDRAWAL**

1. Any registered students who wish to withdraw from the school must complete and send in the SJIS Student withdrawal form.
2. The student withdrawal form must be submitted six (6) months before the withdrawal date. The students must be physically present during this notice period. The failure to abide by this temporal ruling will cause the school deposit and other fees to be forfeited.
3. The school will officially reply upon receiving the completed SJIS student withdrawal form.
4. Issuance of a school leaving certificate shall be made to any students who have indicated their intention to either withdraw or transfer to another school. The school leaving certificate shall be issued 2 weeks from the withdrawal date of the student.

## **B. REFUND POLICY**

1. SJIS refund form must be submitted for any refund to be made.
2. Full settlement of semester/term fees is required within a 2-month period before the commencement of classes for the respective semester.
3. Fees paid are neither refundable nor transferable, except for the following:
  - I. If a student withdraws for a valid medical reason before the commencement of the semester, full fee is refunded except the application and registration fee.
  - II. If a student withdraws from the programme before the commencement of the semester, 70% of all fees (except for Application & Registration Fee) paid is refundable. Please take note that RM100 administration fee is charged.
  - III. If a student is required to attend the National Service programme, and is denied National Service deferment upon commencement of the programme, a full refund (except for Application & Registration fee) of all fees shall be paid.
  - IV. For students with conditional offers who are required to leave the programme due to non-fulfilment of entry requirements upon official announcement of examination results, a pro-rated refund of all fees (except for Application & Registration Fee) will be reimbursed.
4. If the student is expelled due to misconduct, there shall be **NO** refund of all the fees

paid except for refundable deposits.

5. Refunds will be made in the name of the sponsor (Parent/Guardian) as stated in the Application Form.
6. All claims for refund of any money are only eligible if it is claimed within one year from the date that the relevant student ceases to be a student of the School.
- 7.